

# ASSIGNMENT 5

Textbook Assignment: "Legal," chapter 9, continued, pages 9-14 through 9-19; "Awards," chapter 10, pages 10-1 through 10-3; "Officer Distribution Control Report (ODCR)," chapter 11, pages 11-1 through 11-6; "Officer Service Records," chapter 12, pages 12-1 through 12-3; "Travel, Leave Procedures, and Pay and Allowances," chapter 13, pages 13-1 through 13-6; "Technical Administration," chapter 14, pages 14-1 through 14-2.

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| <p>5-1. The regulations that govern administrative investigations are found in what publication?</p> <ol style="list-style-type: none"><li>1. MCM</li><li>2. SORM</li><li>3. JAGMAN</li><li>4. MILPERSMAN</li></ol>  | <p>5-5. Which type of investigation must be conducted under the direction and supervision of a judge advocate?</p> <ol style="list-style-type: none"><li>1. Litigation report</li><li>2. Command investigation</li><li>3. Preliminary inquiry</li><li>4. Board of inquiry</li></ol>             |
| <p>5-2. An administrative fact-finding body searches out, develops, assembles, analyzes, and records all available information about the matter under investigation.</p> <ol style="list-style-type: none"><li>1. True</li><li>2. False</li></ol>  | <p>5-6. Of the following terms, which does NOT describe a major incident?</p> <ol style="list-style-type: none"><li>1. Multiple deaths</li><li>2. Substantial property loss</li><li>3. Significant departure from leadership</li><li>4. Minor harm to environment</li></ol>                     |
| <p>5-3. If an incident occurs at a place geographically distant from a command, a request for another command to convene the investigation would be submitted to what individual?</p> <ol style="list-style-type: none"><li>1. General court-martial convening authority</li><li>2. Common superior of both commands</li><li>3. Area coordinator</li><li>4. CO of command requested to convene investigation</li></ol> | <p>5-7. A court of inquiry consists of a minimum of how many commissioned officers?</p> <ol style="list-style-type: none"><li>1. Six</li><li>2. Five</li><li>3. Four</li><li>4. Three</li></ol>   |
| <p>5-4. For which of the following events would a command investigation NOT be appropriate?</p> <ol style="list-style-type: none"><li>1. Aircraft accidents</li><li>2. Damage to government quarters</li><li>3. Groundings</li><li>4. Floodings</li></ol>  | <p>5-8. During which of the following types of investigations is testimony taken under oath and all proceedings recorded?</p> <ol style="list-style-type: none"><li>1. Command investigations</li><li>2. Courts of inquiry</li><li>3. Litigation reports</li><li>4. Boards of inquiry</li></ol> |

- 5-9. Of the following personnel, who may order a command investigation?
1. Executive officer only
  2. Aide to a flag officer only
  3. Judge advocate only
  4. Any officer in the command
- 5-10. An appointing order should be in which of the following forms?
1. Official letter only
  2. Official letter addressed to the JAG
  3. Official letter addressed to the IO
  4. Official letter addressed to the department head
- 5-11. What must be provided if a service member is asked to provide his or her social security number for an investigation?
1. Privacy Act statement
  2. Formal request from JAG
  3. Formal request from IO
  4. Formal request from the CA
- 5-12. The appointing order directs the completion of the IO's report within a maximum of how many days?
1. 14
  2. 21
  3. 30
  4. 45
- 5-13. The CA has a maximum of how many days to review a death investigation?
1. 10
  2. 15
  3. 20
  4. 30
- 5-14. Additional instruction and guidance on safety investigations can be found in which of the following directives?
1. OPNAVINST 5100.14
  2. OPNAVINST 5100.12
  3. OPNAVINST 3750.6
  4. OPNAVINST 5112.6
- 5-15. Which of the following items is NOT required in every administrative investigation?
1. Preliminary statement
  2. Findings of fact
  3. Recommendations
  4. Opinions
- 5-16. Of the following items, which one should NOT be included in a preliminary statement?
1. Nature of the investigation
  2. Difficulties encountered
  3. Failure to advise individuals of their rights
  4. Synopsis of facts, recommendations, or opinions
- 5-17. What is the first enclosure in an investigative report?
1. Opinions
  2. Recommendations
  3. Findings of fact
  4. Appointing order
- 5-18. Upon completion of an investigation, the IO should submit his/her investigation to whom?
1. CA
  2. JAG
  3. TYCOM
  4. OPNAV

- 5-19. Award recommendations are prepared using which of the following instructions?
1. OPNAVINST 1560.1
  2. OPNAVINST 1650.1
  3. SECNAVINST 1560.1
  4. SECNAVINST 1650.1
- 5-20. Awards recognizing specific acts should be given within 60 days after the act occurred.
1. True
  2. False
- 5-21. Per NAVADMIN 265/00, the number of command-authorized Navy and Marine Corps Achievement Medals is limited by which, if any, of the following factors?
1. There are no limitations on the number of awards issued by the command
  2. The total number of billets in the command
  3. The number of officers assigned to the command
  4. The number of enlisted assigned to the command
- 5-22. An award recommendation should be prepared on which of the following OPNAV forms?
1. 1650/2
  2. 1650/3
  3. 1650/4
  4. 1650/5
- 5-23. A proposed non-combat citation is limited to a total of how many typewritten lines?
1. 20
  2. 22
  3. 24
  4. 25
- 5-24. The normal processing time for an award recommendation should be what maximum number of days?
1. 15
  2. 30
  3. 60
  4. 120
- 5-25. What is the intent behind letters of appreciation and commendation?
1. To promote morale
  2. To promote harmony
  3. To reward individuals only
  4. To accelerate advancement only
- 5-26. Information pertaining to the Officer Distribution Control Report (ODCR) is contained in which of the following instructions?
1. BUPERSINST 1301.1
  2. BUPERSINST 1401.2
  3. BUPERSINST 1401.30
  4. BUPERSINST 1301.40
- 5-27. An ODCR is prepared for each naval command by which of the following activities?
1. EPMAC
  2. MAPTIS
  3. NAVFINCEN
  4. COMNAVPERSCOM
- 5-28. How often is the ODCR prepared?
1. Monthly
  2. Quarterly
  3. Semiannually
  4. Annually

- 5-29. When pen changes to an ODCR are made, in what part of the report should you place the date the correction was made?
1. Left margin
  2. Right margin
  3. Over the corrected data
  4. Under the corrected data
- 5-30. A description of an officer's primary duties can be found in what data element of an ODCR?
1. Desk code
  2. Billet title
  3. Activity mission code
  4. Billet phase indicator
- 5-31. The security code data element on an officer's ODCR consists of all EXCEPT which of the following information?
1. Member's pay entry base date
  2. Member's security clearance eligibility
  3. Member's current security clearance authority
  4. Completion date of member's last investigation
- 5-32. An officer's name should not exceed a total of how many characters on an ODCR, including spaces?
1. 20
  2. 21
  3. 22
  4. 23
- 5-33. What data element of an ODCR is indicated by an asterisk following the officer's name?
1. PAD
  2. OSAM
  3. DESIG
  4. ASSED/SSSED
- 5-34. Which data element of an ODCR reflects an officer's current operational flying status?
1. MOF
  2. ACD
  3. ABI
  4. AUG
- 5-35. The permanent officer record in microfiche format is maintained by which of the following activities?
1. COMNAVPERSCOM
  2. NAVPERS
  3. CHNAVPERSCOM
  4. COMNAVCRUITCOM
- 5-36. On officer record microfiches, which fiche numbers contain, respectively, (a) reserve status, and (b) privileged information?
1. (a) 2 (b) 4
  2. (a) 3 (b) 4
  3. (a) 2 (b) 5
  4. (a) 3 (b) 5
- 5-37. Information rightly placed in the official record of an officer may not be removed except by which of the following authorities?
1. OPNAV
  2. COMNAVPERSCOM
  3. SECNAV
  4. CHNAVPERSCOM
- 5-38. The acceptance and oath of office is filed on the right side of an officer's service record.
1. True
  2. False

- 5-39. The certificate of personnel security investigation, clearance and access is filed on the left side of an officer's service record.
1. True
  2. False
- 5-40. What authority contains detailed information on officer service records?
1. SORM
  2. SDSPROMAN
  3. MILPERSMAN
  4. OFFTRANSMAN
- 5-41. When an individual travels to a command or geographic area that is not the individual's permanent duty station, what official Navy acronym should be used?
1. TEMDUINS
  2. TEMADD
  3. TAD
  4. TDY
- 5-42. What NAVPERS form is used to prepare TEMADD travel orders?
1. 1320/12
  2. 1320/14
  3. 1320/16
  4. 1320/18
- 5-43. The complete accounting classification code and the standard document number and its construction can be found in which of the following manuals?
1. SDSPROMAN
  2. MILPERSMAN
  3. OFFTRANSMAN
  4. ENLTRANSMAN
- 5-44. Which of the following DD forms is used to liquidate a travel claim?
1. 1351-1
  2. 1351-2
  3. 1351-3
  4. 1351-4
- 5-45. Entries for mode of travel and reason for stops can be found in what block(s) on the reverse side of a travel voucher?
1. Block 25a only
  2. Block 25b only
  3. Both blocks 25a and 25b
  4. Block 25c
- 5-46. All members of the Navy should be encouraged to use their full leave entitlement each year.
1. True
  2. False
- 5-47. For which of the following time periods are members NOT authorized to earn leave?
1. Active duty for less than 30 days
  2. Active duty for training, with pay, for less than 30 days
  3. Lost time
  4. Each of the above
- 5-48. Navy members are advised of their leave balance each month by which of the following methods?
1. Memoranda prepared by command personnel officers
  2. Memoranda prepared by command disbursing officers
  3. Leave and earnings statements prepared by the Navy Finance Center
  4. Leave lists prepared by COMNAVPERSCOM

- 5-49. Of the following types of leave, which one is NOT charged against a member's leave entitlement?
1. Earned
  2. Advance
  3. Emergency
  4. Convalescent
- 5-50. Ordinary leave is requested and authorized on which of the following forms?
1. NAVCOMPT Form 3065
  2. NAVCOMPT Form 3067
  3. DD Form 1624
  4. DD Form 398
- 5-51. Which of the following MILPERSMAN articles gives detailed procedures for personnel to follow when they request, depart on, and return from leave?
1. 1040-200
  2. 1050-100
  3. 1050-250
  4. 1060-100
- 5-52. Military pay is broken down into a total of three parts. What are they?
1. Basic, travel, and combat
  2. Basic, incentive, and travel
  3. Basic, special, and incentive
  4. Basic, combat, and proficiency
- 5-53. What term identifies an amount of money paid to a member to provide for food, quarters, or services when they are not provided by the Navy?
1. Allowance
  2. Incentive
  3. Special pay
  4. Miscellaneous pay
- 5-54. Expenses incurred as a result of temporary or permanent moves may fall into which of the following travel allowance categories?
1. Miscellaneous
  2. Transportation
  3. Lodging and food
  4. Each of the above
- 5-55. Your supervisor may ask you to prepare which of the following documents in a "rough" form?
1. Inspection results
  2. School quota requests
  3. Welcome aboard letters
  4. Each of the above
- 5-56. Which of the following is the only authority that should be used in the preparation of officer fitness reports?
1. NAVMILPERSMAN
  2. Navy Regulations
  3. BUPERSINST 1610.10
  4. BUPERSINST 1616.9
- 5-57. Officer fitness reports form a primary basis for selecting officers for advanced training, duty assignment, promotion, and command.
1. True
  2. False
- 5-58. Reporting seniors should retain copies of FITREPs for at least how many years?
1. 5
  2. 2
  3. 3
  4. 4

5-59. Which of the following is the only authority that should be used in the preparation of enlisted evaluations?

1. BUPERSINST 1611.17
2. BUPERSINST 1610.10
3. Navy Regulations
4. NAVMILPERSMAN

5-60. Which of the following recommendations is true regarding routine office machine maintenance?

1. Know how to give routine care to any machine you operate
2. Acquaint yourself with equipment instruction manuals
3. Understand other kinds of local maintenance policy
4. Each of the above